



Executive Assistant

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| • Job Title: Executive Assistant | Reports to: Chief of Staff |
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Job Summary: The Executive Assistant has primary responsibility for providing administrative support to the Executive Director and the Chief of Staff and managing the agency's front desk.

Essential Functions:

- Provide administrative support to the Executive Director and the Chief of Staff, including word processing, filing, photocopying, and data entry;
- Manage schedules, including the Executive Director's calendar;
- Responsible for all duties at the agency reception desk, including answering the mainline and Executive Director's phone, greeting outside visitors, and sorting mail;
- Maintain agency common areas and conference room; and
- Other duties as assigned.

Qualifications:

- Experience in office administration;
- Strong written and oral communication skills;
- Strong computer skills, including Microsoft Word, Excel, Access, Outlook and PowerPoint;
- Ability to work effectively in a team environment;
- Strong attention to detail and overall organizational skills; and
- Excellent interpersonal and problem-solving skills.

How to Apply:

Interested candidates are encouraged to send a resume and cover letter to:

MOVA
1 Ashburton Place, Suite 1101
Boston, MA 02108
Attn: Desiree Bender
moval@state.ma.us
617-586-1341 (fax)

Additional Details:

Salary is commensurate with experience. This is a full-time (37.5 hours/week), non-exempt position based in MOVA's Boston office.

MOVA is an equal opportunity employer. If you have diversity, affirmative action, or equal employment opportunity questions or need to request a reasonable accommodation, please contact MOVA at 617-586-1340.